



Statement of Work

Target Audience: This training is appropriate for all staff members who have contracting/acquisition responsibilities and need to learn more about elements of solicitation and contracting.

Training Cost: \$525.00 Cost includes course materials

Training Objectives: This 3-day course will focus on participant's ability to write the important elements of a solicitation and contract. The workshop will teach participants:

- How to write an effective and comprehensive statement of work.
- Consequences with poorly written statements of work will teach participants:
 - Failure of a project,
 - Receipt of substandard services, equipment, materials or supplies;
 - Delays and administrative costs;
 - Wastes of time and energy; and
 - Disputes between Department of Army and contractors.

Specific Emphasis: This course will address Government/DoD Statement of Work formats with emphasis on all major components and elements addressed.

Training Dates/Times: April 15 – 17, 2003
Time: 0830 – 1600

Location: TBD

Instructors: Jane Singley or Kent Goodger, both are top Statement of Work trainers in the U.S. They have trained over 500 federal employees in writing effective statements of work. Their natural style and easy-going rapport combined with years as a federal contracting officer allow them to easily answer any question raised.

Suspense: NLT 30 days prior to start of class

To Enroll: Submit a completed DD Form 1556 to your Activity Training Coordinator. Block #19: International Training Consortium, Inc., 14225 Bauer Drive, Rockville, MD 20853-2343. No one is selected for this course until they receive a confirmation from the P&ES-W, Human Resource Development Office. Please print your email address in Block #18 of the DD Form 1556. Confirmations will be sent to you via email three weeks prior to class start date. NOTE: Organizations will be charged for "NO SHOWS" and for personnel who substitute without prior approval.

Cancellation Policy: Applicant may cancel 2 weeks prior to start date; after this date, full payment from the organization will be charged. Substitutions can be made up to the day class begins.

For further information, please contact the training help desk at PESWTraining@hqda.army.mil.